

## Career Opportunity

United States District Court  
Southern District of Texas



Position: Secretary to Lynn N. Hughes  
United States District Judge

Location: Houston, Texas

Closing Date: August 15, 2003

Salary Range: \$51,799 — \$67,344 (JSP-11)

### *Qualifications*

Applicants must have the equivalent of eight years as a legal secretary or other significant administrative support. Applicants must be able to manage a small office, including files, library, and supplies. She will be responsible for coordination with law clerks, case manager, and other personnel. She manages the judge's calendar and flow of work in chambers. She must be proficient in typing, complex editing, proofreading, and other general office skills. Applicant must be comfortable with computers and conversant with word processing, e-mail, and calendaring. She must be able to deal with people – from judges, messengers, press, lawyers, jurors, litigants, to the public – with crisp image and polite discretion.

### *Education Substitution*

Post-secondary education in an institution of recognized standing may be substituted for up to one year of the general experience. Roughly, 30 semester or 45 quarter hours equal nine months of experience. A bachelor's degree from a college may be substituted for two years of experience. Preferably, the courses should have included law, government, administration, economics, or related fields. Legal or paralegal education may be substituted for up to two years of experience on one full academic year equaling one year of experience. An academic year is 30 semester or 45 quarter hours.

*Benefits*

Benefits include participation in the retirement system, thrift savings plan, health and life insurance, and holidays and leave. The court cannot reimburse candidates for travel or moving expenses. You will be required to accept your pay through an electronic transfer.

*Send Resume to:*

Steve Lowe, Personnel Director  
United States District Court  
Post Office Box 61010  
Houston, Texas 77208-1010

The court may withdraw this announcement without notice. Applicants may be considered for similar positions for 90 days after this position is filled. Candidates will have their backgrounds checked, including law-enforcement data. This position is not in the Civil Service System, and the tenure is “at will.” Applicants’ skill levels may be tested. Equal Opportunity Employer